



Instructions: Complete entire application and submit along with required plans and payment. Incomplete applications and plans will be returned to the applicant.

- Applicable Codes: 2018 IBC • 2018 IMC • 2018 IPC • 2018 IFC • 2010 ADA • 2017 NEC • 2018 Life Safety Code 2015 IECC • All Codes Include Georgia Amendments

1. The application must include:

- 3 complete sealed copies of the plans (4 copies if food related), 1 specification book, and a digital copy of approved plans.
- A non-refundable plan review fee made payable to Columbia County. The fee is \$100.00 for valuation below \$36,000.00 or \$250.00 for valuation \$36,000.00 and above.
- If applicable, a non-refundable Fire Marshal review fee made payable to Columbia County. The fee is \$150.00 for under 5,000 square feet; or \$0.03 per square foot for over 5,000 square feet. If the drawings are not designed by an Architect or Engineer, the fee will be \$0.09 per sq. ft.
- 1 copy of the structural calculations including seismic class determination and seismic design category (include all seismic calculations and soil tests). A Com Check must be submitted.
- 1 approved site plan to be attached if new construction

2. Project Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address \_\_\_\_\_

3. Project Location: \_\_\_\_\_

4. Project Valuation \_\_\_\_\_ Total Square Footage: \_\_\_\_\_

5. Architect: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail address \_\_\_\_\_

Plans must have seal of all design professionals if building is:

- a. Over 5,000 square feet (any building)
- b. Educational Occupancy (any size)
- c. Institutional Occupancy (any size)
- d. Assembly Occupancy (any size)

6. Engineers: (If not applicable indicate N/A on the line provided.)

Structural: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Mechanical: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrical: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

7. Project Description: \_\_\_\_\_

8. Scope of Drawings: Building ☐ • Plumbing ☐ • Electrical ☐ • HVAC ☐ • Fire Sprinkler ☐

9. Building Uses: New \_\_\_\_\_

Existing \_\_\_\_\_

10. Type of Construction: (check all that apply ☒)

New: I-A ☐ • I-B ☐ • II-A ☐ • II-B ☐ • III-A ☐ • III-B ☐ • IV ☐ • V-A ☐ • V-B ☐

Existing: I-A ☐ • I-B ☐ • II-A ☐ • II-B ☐ • III-A ☐ • III-B ☐ • IV ☐ • V-A ☐ • V-B ☐

11. Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

12. Contractor: \_\_\_\_\_ State of Georgia License # \_\_\_\_\_